



Tax Due is Greater Than Originally Calculated

(Tax Year 2017)

This Job Aid refers **only** to **Tax Due returns** when the **customer owes more** than the amount they **originally calculated** on their return.

NOTE: Return information should not be adjusted for penalty and interest. These calculations should be referenced on the associated Form 759, Memorandum of Assessment.

This Job Aid refers to the “Amount You Owe” line for the following forms:

Form 760 – Line **37** Form 760PY - Line **37** Form 763 – Line **37** Form 770 – Line **6**
Form 760CG – “Line” **36** (REMINDER: Cross through the 2-D barcode if an adjustment is made to the return.)

Reminder to Local Screeners:

- The “Amount You Owe” line **MUST** indicate the amount the Locality is taking responsibility for collecting.
- The “Amount You Owe” line may or may not equal the remittance amount collected with the return.
- Change the “Amount You Owe” when you change any amount after the computed income tax for tax due returns when the customer owes more than they originally calculated.

Addition Local Screener actions:

- Write the dollar amount of the remittance received with the return in the LTD space at the bottom of Page one.
- Check the LTD box on any return you have assessed/collected or plan to assess/collect.

EXAMPLE:

Customer Files the following:

Amount of tax	2,143
Spouse Tax Adjustment	-259
Net Amount of Tax	1,884
Your Virginia Withholding	-554
Spouse Virginia Withholding	-137
Amount You Owe	1,193

Locality makes changes:

Amount of tax	2,143
Spouse Tax Adjustment	-259
Net Amount of Tax	1,884
Your Virginia Withholding	-95
Spouse Virginia Withholding	-137
Amount You Owe	1,652

A remittance for \$1,193 is included with the tax return and the Local Screener writes 1193.00 on Page 1 and indicates LTD.

The Local Screener determines that the W2 and 1099 Forms for the primary taxpayer total only \$95 Virginia withholding and not \$554. The Screener lines through the \$554 indicated by the customer and writes \$95 to the side of the lined through figure.

If the locality is going to collect the remaining \$459, the Screener **MUST** line through the \$1,193 “Amount You Owe” and write \$1,652. The Locality prepares a Memorandum of Assessment that reflects \$1,193 collected and \$459 assessed for the remaining balance. The Locality is taking responsibility for collecting the unpaid amount.

It is important to treat the “Amount You Owe” line accurately in order to prevent duplicate billing. If the “Amount You Owe” line is not changed in the above example, TAX will bill for the \$459.